Creating Graded Discussion Forums

Instructors can make participation in discussion board forums gradable. This tutorial will walk you through the process for creating a new, gradable forum.

1. When you are on the Discussion Board page, click on the CREATE FORUM button. This will bring up a page to create the forum. Under FORUM INFORMATION, give the FORUM A NAME AND DESCRIPTION.

2. Under section two, SET THIS FORUM’S AVAILABILITY. To make it available to students enrolled in the course, select YES. To display this forum according to a time and date, check the DISPLAY AFTER and DISPLAY UNTIL checkboxes and choose your time and date using the date and time scheduling tools.

3. Scroll down to FORUM SETTINGS. Here, you can indicate the settings you want to use in this forum. Click the GRADE DISCUSSION FORUM radio button and type the point-value of the activity in the POINTS POSSIBLE text-field.

Optional: If you have created an interactive grading rubric, you can attach it to this assessment through the “Add Rubric” button. Please note that the “Points Possible” text-field will update with the amount of points possible indicated in the rubric.
Select the GRADE DISCUSSION FORUM radio button and add a point value for the activity.

Set your NEEDS GRADING status indicator settings here

Also, please take note of the NEEDS GRADING feature. When you create a new graded discussion forum, the “Needs Grading” feature will be set to assign student contributions to “Needs Grading” status in the Grade Center after the indicated amount of posts have been made.

When you are done, click SUBMIT.

Please Note: If you are editing a forum to make it gradable after students have contributed posts, any posts added prior to enabling this feature will not be marked with “Needs Grading” status. They will be marked as “In Progress”. You will still be able to grade them through the Full Grade Center.
How to Grade Forum Participation

Once students have participated in the discussion board forum, you can assign grades.

1. Navigate to the forum to which you want to assign participation grades. On the Forum page, click the GRADE FORUM button.

2. That will take you to the GRADE DISCUSSION FORUM USERS page. Here, you will see rows of student information summarizing each student’s activity in the forum. To grade a student, click the student’s GRADE button.

3. That will take you to the GRADE DISCUSSION FORUM page for that student. On this page, you can review all the threads and/or replies the student posted to the forum.

4. When you are ready to assign a grade, locate the “Forum Grade” area in the right side-bar. Click the EDIT GRADE button.
5. The **EDIT GRADE** button will transform into a grading form, where you may add a grade and feedback for the student. When you are done grading the student, click the **SAVE GRADE** button.

6. The grade and feedback information will be added to the Full Grade Center. You may exit the page and return to the forum to continue grading other students.
Grading Discussions with Rubrics

If you had attached an interactive rubric when you created your graded discussion, the discussion grading form will include a link to view and use the rubric to grade the student’s post.

If a rubric is attached, click the rubric link to use the in-line rubric grading form.

After Grading Forum Participation

Once you grade participation in a forum, DO NOT CHANGE its associated Grade Center column. If you do, the forum will not be able to receive grades in this manner. You would have to either make a totally new forum to grade or manually grade your existing forum.